



Examination Invigilators

Recruitment Information for Candidates

Application Deadline – Midnight 20th September 2026





Dear Applicant,

Thank you for your interest in joining The FitzWimarc Academy Trust and for considering a career at FitzWimarc School.

We are extremely proud of our excellent reputation, not only within the town of Rayleigh but across Essex. At the heart of our success is a commitment to traditional values, where a caring and supportive environment is combined with high standards and a shared ambition to help every individual achieve their very best.

As a member of our staff, you would be joining a school community that is passionate about learning and committed to ensuring that every student develops the skills, knowledge and confidence needed for lifelong success. We believe in a balanced and inclusive curriculum that promotes excellence across academic, sporting and cultural opportunities, while maintaining a strong emphasis on the literacy and numeracy skills that underpin future achievement.

At FitzWimarc School, we have the highest expectations of both students and staff. We value every individual and recognise that success takes many forms. Whether supporting students to secure a hard-earned pass or helping them achieve the highest grades, we are dedicated to ensuring that every young person is encouraged, challenged and celebrated.

We are seeking talented, dedicated and enthusiastic professionals who share our commitment to educational excellence and who are inspired by the opportunity to make a genuine difference to the lives of young people. In return, we offer a welcoming and supportive environment where professional development is encouraged and where colleagues work collaboratively to achieve the best outcomes for students.

A modern education at FitzWimarc prepares young people to be thoughtful, responsible and resilient members of society. Our staff play a vital role in nurturing these qualities and in helping students understand their place within local, national and global communities.

Thank you for considering a career with us. We hope the information contained within this recruitment pack provides you with a clear understanding of our values, aspirations and opportunities. We look forward to receiving your application and learning more about the skills, experience and enthusiasm you could bring to our school community.

Mr R. Harris

Headteacher



The School Aims

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

The School Ethos

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	Examination Invigilators
Contract Type:	Casual
Contract Term:	Part-time
Salary Range:	Scale 2, Points 4-5
Closing Date:	Midnight, 20 th September 2026
Start Date:	ASAP
Position Available:	Multiple
Interview Date:	w/c 28 September 2026 (or sooner for suitable applicants)

We are looking to increase our bank of Examination Invigilators who are responsible for supervising internal and external examinations throughout the year and also to act as reader/scribes.

Invigilators are required throughout the year but specifically for internal examinations in November, December and March, together with the main examination period from April to June. Examinations start from 8.30am for morning exams and 1.30pm for afternoon exams. You will need to have good availability during these times.

This is a public facing role, so fluency in English is required.

Hours are allocated in advance and are on a casual basis.

The FitzWimarc School is a heavily over-subscribed 11 - 18 mixed comprehensive school with an excellent reputation in the local area due to pupil achievements, the school's ethos and its commitment and involvement with the community.

Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment

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Job Title	Examination Invigilators
Grade/Salary	Scale 2, Points 4-5 Hourly Rate £13.05 - £13.26
Hours	Allocated in advance and are on a casual basis
Date Required	ASAP
Closing Date	Midnight, 20 September 2026
Interview Date	w/c 28 September 2026
Reporting To	Examinations Officer

To provide efficient and effective invigilation to support the work of the Examinations Department, supervising candidates in Internal/External examinations.

Main Duties and Responsibilities

- Assist with setting up of examination venue by laying out stationary, equipment and examination papers in accordance with published guidelines.
- Assist specific candidates with reading and/or scribing.
- Ensure the room meets JCQ requirements e.g. centre number and clock clearly visible to all.
- Ensure candidates enter exam hall in an appropriate manner, directing them to their seats and advising on permissible possessions.
- Ensuring candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Opening and distributing papers and any other authorised materials to candidates.
- Invigilating during the examination, in order to prevent cheating and malpractices in accordance with JCQ Instructions for conducting Examination' procedures:
- Make the lead invigilator aware of any concern or problem with the paper that requires the professional judgement of a teacher or exam board.
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Supervising candidates in quiet and unobtrusive manner.
- Responding to candidates' queries in accordance with the exam regulations.
- Supervising any candidates who may need to leave the room in accordance with exam regulations.
- Supervising 'clash' candidates between exams.
- Distributing additional paper/equipment as required.
- Ensuring that school policy is adhered to.
- Ensuring that efficient timekeeping is maintained.
- Ensuring exam conditions are maintained until candidates are dismissed from room.
- Ensuring candidates have fully completed the front of the paper and any continuation pages with their name, candidate number and centre number.
- Collecting and collating scripts in attendance register order in accordance with JCQ guidelines.

- Checking that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensuring correct spacing of desks is maintained after each examination
- Ensuring that scripts are never left unattended and are safely delivered to the exams officer.
- Ensuring there are no missing scripts.
- Reporting of any malpractice to the Lead Invigilator, Examination Officer or Deputy Headteacher
- Completion of administrative duties e.g. delivering scripts, packing exam papers as directed by the Lead Invigilator or Examinations Officer.

General Duties

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Application Procedure

Read carefully all the information about this post

If you have any questions, please telephone or email our HR department on 01268 743884 or email sgould@fitzwimarc.com

Complete the application form as fully as possible. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible)
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.



We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

Equal Opportunities

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.

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PERSON SPECIFICATION	
Category	Essential
Application	- Well completed application form - Supportive reference/s - Suitability to work with children
Qualifications	Basic reading and writing skills
Experience	- Ability to count and undertake basic calculations - Ability to resolve routine problems independently - Ability to exchange routine verbal information clearly with children and adults
Professional Development	Willingness to undergo additional training as required
Skills	- Be prepared to act as reader/scribe - Working effectively as part of team - Have an adaptable, flexible approach - Effective and clear communications skills - Ability to be firm but fair - Good interpersonal skills and ability to build effective relationships with colleagues - Ability to follow instructions - Ability to use a computer - Good organisational skills
Special Knowledge	- Ability to understand and implement the school's policies and procedures - Know when, how and with whom to share information - Understand the importance of physical and emotional wellbeing
Personal Attributes	- Reliable & punctual - Flexible approach to working time - Be able to use discretion and maintain confidentiality - Caring attitude towards students - Demonstrate a calm approach - Demonstrate a commitment to equality
Category	Desirable
Special Knowledge	- Basic understanding of Health & Safety - Understanding of Safeguarding and child protection procedures - Knowledge of the public examination system - Some understanding of the National Curriculum requirements.